

SOURCES OF ASSISTANCE

2006 Business Resource Guide



City of Houston
Affirmative Action and
Contract Compliance

CITY CERTIFICATION & RESOURCES

CITY OF HOUSTON – MAYOR’S OFFICE

Affirmative Action and Contract Compliance Division
Minority, Women, and Disadvantaged Business Enterprise (M/W/DBE) Program
Persons with Disabilities Business Enterprise (PDBE) Program
611 Walker, 7th floor; Houston, TX 77002; (713) 837-9000; Fax: (713) 837-9052
WEBSITE: <http://www.houstontx.gov/aacc/>

- Certification of M/W/DBEs and PDBEs and monthly M/W/DBE/PDBE Directory
- Provides *Contracting Guide*, *Sources of Assistance* and quarterly newsletter, *The Source* (To view publications go to www.houstontx.gov, click Affirmative Action and Contract Compliance, then click publications)
- Pre-certification workshops, Thursdays, 2:00 p.m.; *How to do Business with the City* workshops and *How to Package a Successful Bid* workshops
- Technical assistance workshops and seminars for small, M/W/DBE and PDBE firms
- Sponsors Government Procurement Connections; Co-sponsors EXPO and Greater Houston Business Procurement Forum monthly breakfast
- Bid notifications by fax and e-mail
- Ombudsman services for assistance, information, and dispute resolution
- E-mail: velma.laws@cityofhouston.net

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

Daniel Krueger, Deputy Director, Engineering and Construction Division
611 Walker, 25th floor; Houston, TX 77002; (713) 837-0540; Fax: (713) 837-0698

- Information on all design and construction bid phase infrastructure projects in the Water, Wastewater, Street and Bridge, and Storm Water programs of the City's Adopted Capital Improvement Plan (CIP).
- The primary goal of the Engineering and Construction Division is to meet its CIP commitments in a cost-effective manner by utilizing the expertise of the engineering and construction communities with as little inconvenience to the citizens of Houston as possible.
- Procurement Information

David Guernsey, Division Manager; (713) 238-5241; Fax (713) 238-5304
Jerry Roberts, Division Manager; (713) 238-5271; Fax (713) 238-5252
319 St. Emanuel; Houston, TX 77002

- Information on contract compliance

Lenoria Walker, Deputy Assistant Director; (713) 837-7135; Fax: (713) 837-7139
611 Walker, 24th floor; Houston, TX 77002

CITY OF HOUSTON - FINANCE AND ADMINISTRATION – STRATEGIC PURCHASING DIVISION

Calvin D. Wells, City Purchasing Agent

Betti Tywater, Administrative Specialist

City Hall Basement, 900 Bagby, B-109; Houston, TX 77002; (713) 247-1740; Fax: (713) 247-1723

WEBSITE: www.houstontx.gov/purchasing

- Informal and formal bids for supplies and nonprofessional services
- Vendor number application and information at (713) 247-1740
- Bid notices are available from the following sources:
 1. Notice to Bidder section of the Houston Business Journal (Fridays)
 2. City Hall, 901 Bagby, Room B-120, posted in the Service Assistance area
 3. Municipal Access Channel, weekly
 4. Weekly rotation in minority periodicals
 5. Notice to Bidder and Notice of Proposals on the Internet

CITY OF HOUSTON - HOUSTON AIRPORT SYSTEM

Janice D. Woods, Senior Administrator

16930 John F. Kennedy Blvd.; Houston, TX 77032; (281) 233-3000; Fax: (281) 233-1830

WEBSITE: <http://www.fly2houston.com/>

- Information on planning, design, and construction for three airport facilities

CITY OF HOUSTON – HOUSTON AIRPORT SYSTEM – SMALL BUSINESS DEVELOPMENT AND CONTRACT COMPLIANCE DIVISION

Jessica VanWert, MWDBE Contracting Liaison

5050 Wright Road; Houston, TX 77032; (281) 233-7842; Fax: (281) 233-2032

- Provides information to Minority, Women, and Disadvantaged Business Enterprises (MWDBEs) on contracting opportunities at George W. Bush Intercontinental, William P. Hobby, and Ellington Field Airports.
- Administers Federal Disadvantaged Business Enterprise (DBE) Program.
- Assists prime contractors with identifying certified MWDBEs for subcontracting opportunities.
- Initiates outreach activities designed to increase small and MWDBE participation on Houston Airport System projects and contracts.
- Monitors prime contractor MWDBE utilization and prevailing wage compliance.

CITY OF HOUSTON - ONE STOP BUSINESS ASSISTANCE CENTER

Neil Polansky, Manager

900 Bagby, City Hall Annex, Public Level; Houston, TX 77002; (713) 247-2982; Fax: (713) 247-2710

WEBSITE: <http://www.houstontx.gov/onestop/>

- Provides the FREE, 45 page GETTING STARTED PACKET for new and existing businesses, including information on permits, licenses, and applicable regulations
- Directs businesses to sources of technical assistance, counseling, networking, mentoring, incubator, and educational opportunities
- Provides Service Corps of Retired Executives (SCORE) business management counseling in-office
- Provides information and referrals to local, state, and federal financing programs, and incentives for new and existing small businesses
- Refers minority, women, and disadvantaged businesses to certification programs, HUB programs, and contracting opportunities with the City of Houston as well as other government agencies
- Provides troubleshooting and liaison assistance for businesses attempting to obtain permits and certificates issued by the City of Houston
- E-mail: onestopbusinesscenter@cityofhouston.net

OTHER CERTIFICATION AND S/M/W/DBE PROGRAMS

AT&T (FORMERLY SBC)

For more information on how to do business with AT&T and AT&T's Supplier Diversity Programs

WEBSITE: <http://www.attsuppliers.com/>

HOUSTON COMMUNITY COLLEGE SYSTEM (HCCS)

Small Business Development Program

Paralee A. Shivers, Director

3100 Main; Houston, TX 77002; (713) 718-5158; Fax: (713) 718-5221

WEBSITE: <http://www.hccs.edu>

- Assist small/minority/women/Business Enterprises, and assist economic development
- Provide community outreach programs to inform firms of SBE program and contracting opportunities
- Educate firms on how to do business with HCCS via workshops and seminars
- Notify businesses about upcoming opportunities through participation in business trade expos/fairs
- Ensure contract compliance is enforced on HCCS projects
- Provide technical assistance for approved vendors
- Collaborate with SBE/M/WBE advocates to assist all firms seeking to do business with HCCS
- Host monthly procurement forums and business expos (1st Monday of the month, 8:00 - 10:00 a.m., 3100 Main, 2nd Floor in the Auditorium)
- Encourage and assist firms with international trade opportunities in conjunction with HCCS
- Co-sponsor SBE Networking Forums/Workshops, SBA Initiatives
- Provide SBE opportunities to participate in business incubator program
- Utilize SBD website to promote program initiatives
- Utilize online event registration to outreach to SBEs

HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

Office of Business Assistance

Robert D. Gallegos, Director of Supplier Diversity

4400 W. 18th St., Level 1 (SE); Houston, TX 77092; (713) 556-7222 (or 7201)

WEBSITE: www.houstonisd.org

- Assist Minority/Women/Business Enterprises (M/W/BE) with registration
- Establish accountability of money spent with M/W/BE firms
- Enhance the District's commitment to our community
- Provide bid notifications of upcoming bid projects
- Provide M/W/BE firms with contact information of general contractors
- Mentor and counsel businesses individually or in group settings
- Provide bilingual business consulting services
- Provide assistance with marketing and business brochures
- Give referrals on the District's Procurement Services
- Conduct monthly workshops (every 1st Monday of the month at 8:30 a.m.)
- Work with Community Partnerships Department to develop alliances with major business partners that can offer mentoring, tutoring, supplies, services or financial contributions that can assist individual schools within HISD

HOUSTON MINORITY BUSINESS COUNCIL, INC. (HMBC)

Richard A. Huebner, President

6671 Southwest Freeway, #110; Houston, TX 77074; (713) 271-7805; Fax: (713) 271-9770

WEBSITE: www.hmbc.org; Email: info@hmbc.org

- Corporate contact directory
- Minority Business Enterprise (MBE) and Corporate membership networking organization
- MBE certification accepted by State of Texas
- Business referrals/weekly bid list/procurement portal
- Educational seminars, workshops, and professional services forums
- Annual EXPO, Texas' largest Minority Business Development Trade Fair
- Membership Guide to Member Services
- Scholarship Program
- Networking luncheons and special events
- MBE professional services website
- Business consultants offering guidance and advice

HOUSTON BUSINESS DEVELOPMENT, INC.

Business and Technology Center
Marlon D. Mitchell, Executive Director
5330 Griggs; Houston, TX 77021; (713) 845-2400; Fax: (713) 645-2830
WEBSITE: www.hsbdc.org

- Low interest rate, long-term financing
- General business counseling and planning
- Resource library equipped with entrepreneurial start-up guides, trade journals, state of the art computers, and software
- Workshops and training sessions
- Office space and administrative support services

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY (METRO)

John Truitt, Small Business Program Officer
1900 Main Street; Houston, TX 77002; (713) 739-4844; Fax: (713) 739-3857
WEBSITE: http://www.ridemetro.org/Business_Opportunities/business_development.asp

- Certification program for small businesses
- Cynthia Dudley, Small Business Development and Assistance Officer (713) 739-4070, E-mail: cd06@ridemetro.org.
- Management and technical assistance programs (METRO Opportunities University)
- Quarterly networking forums
- Shurronda Murray, Small Business Projects Assistant (713) 739-4845, E-mail: sd01@ridemetro.org.
- Monthly networking/Procurement Breakfast and Evening Forum, and Outreach
- Outreach and networking events

PORT OF HOUSTON AUTHORITY

111 East Loop North; Houston, TX 77029; (713) 670-2400
WEBSITE: <http://www.portofhouston.com/busdev/busdev.html>

Small Business Development Staff, Fax (713) 670-2498
Gilda Ramirez, Small Business Development Director; (713) 670-2590
Vacant, Small Business Development Compliance Analyst; (713) 670-2828
Pedro Garcia, Small Business Development Outreach Coordinator; (713) 670-2588
Ché McFerrin, Small Business Development Certification Specialist; (713) 670-2418
Nola Sears, Small Business Development Assistant; (713) 670-2597

Purchasing Staff, Fax (713) 670-2465
Curtis Rose, Purchasing Manager; (713) 670-2460
Glenn Martin, Buyer; (713) 670-2463

The Port of Houston Authority's program is a race and gender neutral goal oriented program, targeting small businesses or requiring contractors to utilize small businesses. Under the program, all eligible contracts have a goal of 35% small business participation.

TEXAS DEPARTMENT OF TRANSPORTATION - BUSINESS OPPORTUNITY PROGRAMS SECTION (TXDOT)

Efrem Casarez, Director of Disadvantaged Business Enterprise Program
James Dossett, Director, Business Opportunity Programs Office; (512) 486-5500
125 East 11th; Austin, TX 78701; (866) 480-2518; (512) 486-5500; Fax: (512) 486-5509

- Certification of DBEs
- Assists DBEs in procuring TXDOT contracts
- Technical assistance program

TEXAS BUILDING AND PROCUREMENT COMMISSION

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION AND COMPLIANCE PROGRAM

HUB Program Office
P.O. Box 13047; Austin, TX 78711-3047; Toll free (888) 863-5881; (512) 463-6363; Fax: (512) 236-6275

- Office in charge of the state's HUB certification program

WOMEN'S BUSINESS ENTERPRISE ALLIANCE (WBEA)

1900 North Loop West, Suite 270; Houston, TX 77018; (713) 681-9232; Fax: (713) 681-9242

WEBSITE: www.wbea-texas.org

- Women's Business Enterprise National Council (WBENC) National Certification Program
- Breakfasts, luncheons, and after-hours networking events
- Women Business Entrepreneurs (WBE) trade fairs
- Monthly educational workshops
- Corporate contact list
- Suppliers Guide
- "Keys to Success" Networking Luncheons
- Educational programs and Buyer workshops
- WBE member orientation
- Annual Women's Business Opportunity Expo
- Mentoring Program
- Annual Golf Classic and Auction
- E-mail: certification@wbea-texas.org (certification); events@wbea-texas.org (events); and admin@wbea-texas.org (other inquiries)
- WBE scholarships
- Annual Awards Program

BUSINESS RESOURCES

ACRES HOME CENTER FOR BUSINESS AND ECONOMIC DEVELOPMENT

Beulah Ann Shepard, Chairman

Alicia Antonia Marcha, Coordinator

6112 Wheatley; Houston, TX 77091-3947; (713) 692-7161; Fax: (713) 692-1183

- Business counseling
- Workshops and training sessions

BUSINESS INFORMATION CENTER

Marlon Mitchell, Executive Director

Houston Business Development, Inc.

5330 Griggs Road, Suite G101; Houston, TX 77021-3717; (713) 845-2424; Fax: (713) 845-2449

- On-site, cross-trained customer service representatives from Houston Business Development, Inc. (HBD), Service Corps of Retired Executives (SCORE), and Urban Business Initiative (UBI)
- Access to express loans of up to \$25,000
- Internet access, videotapes, Entrepreneur Magazine books on business operations, etc.
- Offers business start-up guides, one-on-one counseling, and on-site seminars

GREATER HOUSTON PARTNERSHIP

1200 Smith Street, Suite 700; Houston, TX 77002; (713) 844-3679

WEBSITE: www.houston.org

Greater Houston Partnership Membership Staff

Susan Asimakis, Senior Vice President, Member Services, (713) 844-3679; Fax: (713) 844-0279

E-mail: sasimakis@houston.org

Minority Partnership Program Staff

Susan Asimakis, Senior Vice President, Member Services, (713) 844-3679; E-mail: sasimakis@houston.org

Jill Reese, Program Assistant, (713) 844-3694; Fax: (713) 844-0294; E-mail: jreese@houston.org

- Business Development Programs
Members of the Greater Houston Partnership can take advantage of many programs designed to help companies prosper. Seminars, industry-related councils, CEO Roundtables. Other committee involvement and networking events are all available to members who wish to develop the skills and contacts to further enhance their business opportunities.
- Minority Professional Services Program
The Minority Partnership Program promotes opportunities for minority business professional services executives to enhance business development.

HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER (MBDC)

Milton Thibodeaux, Project Director

4801 Woodway, Suite 210-W; Houston, TX 77056; (713) 644-0821 (ext. 254); Fax: (713) 644-3523

WEBSITE: www.houstonmbdc.com

Houston MBDC is funded in part by the Minority Business Development Agency, U.S. Department of Commerce and currently operated by Grijalva & Allen, P.C. at (713) 784-1181, in cooperation with twenty-five community based strategic partners. Services provided include the following:

- Management training
- Personnel policies and handbooks
- Marketing and market research
- Accounting and budgeting
- Tax compliance and planning
- Business planning
- Demographic research
- Site selection
- Inventory control
- Computer and web page design
- Feasibility studies
- Identifying lenders and investors
- Loan packaging
- Bonding assistance
- Identify bid opportunities
- Bid preparation
- Contract negotiation
- 8(A) packaging

MCGRAW HILL CONSTRUCTION DODGE

George Neitzey, Account Representative

4101 Greenbriar, Suite 320; Houston, TX 77098-5296; (713) 529-2256; Fax: (713) 524-7639

WEBSITE: <http://texas.construction.com/>

- Dodge Reports - daily news service listing new construction information
- Dodge Plans - electronic delivery of plans and specifications
- Plan room to review plans and specifications - subscribers only
- Online plan room
- Construction statistics
- Daily construction information in print or online

SERVICES COOPERATIVE ASSOCIATION (SCA) (not-for-profit cooperative association)

C. Dean Kring, Executive Director and Director of Research

9600 Long Point, Suite 150; Houston, TX 77055-4266; (713) 932-7495 (ext. 13); Fax: (713) 932-7498

WEBSITE: <http://www.servicesca.org>

- Conducts Business Building Breakfast every Wednesday for emerging business owners to large company representatives in order to improve the skills of start-up and early stage business owners in market expansion, business development, entrepreneurial education, and professional growth (for information, call (713) 932-7495 (ext. 48)).
- Sponsors the oldest small business incubator in Texas and the Women's Business Center, which provide the resources, environment, and methodology to accelerate business growth
- Incubator Development Program- companies have a mentor, an advisory board, office space, computer, website, assistance with the business plan, marketing strategy, and instruction in personal selling skills in an increased contact base.
- Conducts annual trade fairs in the spring and fall, entrepreneurial workshop in July, and the Houston Economic Forecast in January
- Assists companies past the start-up stage in marketing, operations, administration, and finance
- E-mail: service@servicesca.org

SMALL BUSINESS ADMINISTRATION (SBA)

Cleveland Baker, Assistant District Director

8(a) Business Development

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 236); Fax: (202) 481-0835

WEBSITE: www.sba.gov

- Assistance to small businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained on contracts up to 1.25 million dollars in face value.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.

SERVICE CORPS OF RETIRED EXECUTIVES- CHAPTER 37 (SCORE)

Tom Pence, Chairperson

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6565; Fax: (713) 773-6551

WEBSITE: www.scorehouston.org; Email: score37@scorehouston.org

- Free and individual business counseling tailored to meet individual needs and objectives of small business owners
- Seminars on “Starting and Running Your Own Business” (Each month there is one seminar on a Saturday and one on a Wednesday)
- Workshops on “Business Plans,” “Marketing,” and “Cash Management and Record Keeping” geared to teach the answers to important issues
- Business Information Center (BIC) equipped with computers, resource library with complete information on several hundred businesses and subject specific reference books
- Outreach activity through use of Field Visit and Speakers Bureau Committee
- Other Houston office locations at: Palm Center; 5330 Griggs Road; (713) 845-2424 and One Stop Business Center – City Hall Annex; 900 Bagby St.; (713) 247-2982

TEXAS MANUFACTURING ASSISTANCE CENTER (TMAC)

Gulf Coast Office: University of Houston; 815 TMAC Building; Houston, TX 77204-6023; (832) 842-7043; Fax (713) 747-4205. For service throughout Texas, call 1-800-625-4876

WEBSITE: <http://www.tmac.org/>

- Provides training and technical assistance to Texas manufacturers through 7 regional offices, including one at the University of Houston, which serves the Gulf Coast region.
- Focus areas include lean manufacturing and lean office principles, strategic management, quality systems, environment and safety.

TEXAS SOUTHERN UNIVERSITY - ECONOMIC DEVELOPMENT CENTER (EDC)

Ella M. Nunn, Director

Texas Southern University, School of Business

3100 Cleburne Avenue, Suite 151; Houston, TX 77004; (713) 313-7785; Fax: (713) 313-7101

WEBSITE: www.tsu.edu/academics/business

Services listed below are offered without a charged fee:

- GED training, remedial education, and jobs skills training for individuals
- Education and training workshops/seminars for existing or potential business owners; one-on-one technical assistance in business development for business start-ups and expansions.
- Limited technical assistance and information to community-based organizations
- Limited small business marketing and feasibility studies
- Promotes small and minority business development
- Partnerships or collaborations for economic development projects
- Partnerships or collaborations with faith-based organizations for economic or community development projects with one-on-one technical assistance
- E-mail: nunn_em@tsu.edu

UNIVERSITY OF HOUSTON SMALL BUSINESS DEVELOPMENT CENTER NETWORK

Mike Young, Executive Director

Jacqueline Taylor, Associate Region Director

James B. Evans, Assistant Region Director

2302 Fannin, Suite 200; Houston, TX 77002; (713) 752-8444; Fax: (713) 756-1500

WEBSITE: www.sbdcnetwork.uh.edu

Houston Metropolitan Center

Roberta Skebo, Director; (713) 752-8400

- Free business consulting for small businesses, including: business planning, marketing, loan packaging, and financing
- Comprehensive business library and bilingual consulting

International Trade Center

Carlos Lopez, Director; (713) 752-8404

- Free international business consulting, including the evaluation of export potential, market research, selection of distribution networks, and exporting logistics

Procurement Technical Assistance Center

Jacqueline Taylor, Associate Region Director; (713) 752-8473

- Free consulting, including: the development of government markets and assistance with bid packages and proposals for local, state, and federal opportunities
- Assistance with contract specifications, quality control, and cost accounting standards
- Library with government contract specifications

Training Center

Jacqueline Taylor, Associate Region Director; (713) 752-8473

- Low-cost workshops and seminars covering a wide range of business skills, including: management, computers, finance, marketing, manufacturing, and basics of starting a business

Direct Business Assistance (DBA) Program

Roberta Skebo, Director; (713) 752-8400

- Referral service providing reduced-fee business professionals, including: attorneys and CPAs

FINANCIAL RESOURCES

ACCION TEXAS

Shirley Brooks, Senior Loan Officer

7100 Regency Square, Suite 103, Houston, TX 77036, 1 (866) 312-3774, E-mail: sbrooks@acciontexas.org

WEBSITE: www.acciontexas.org

Launched in San Antonio in 1994, ACCION Texas is a 501(c) 3 non-profit loan fund whose mission is to provide loans to small business owners lacking access to commercial credit. ACCION Texas makes business loans that help micro entrepreneurs strengthen their businesses, stabilize their incomes, create additional employment, and contribute to the economic revitalization of their communities. ACCION Texas has successfully fulfilled its mission, providing \$41.8 million in over 6,900 loans to over 1461 clients in San Antonio, Houston, Austin, Brownsville, Mc Allen, El Paso, Dallas/Ft. Worth, Corpus Christi, Laredo and 80 largely rural counties in Texas

- Individual business loans from \$500 to \$50,000
- Business lines of credit from \$5,000 to \$25,000 (need two years financial history)
- Credit start-up loans: Obtain a \$500 loan to establish your first trade line of credit history
- Financial literacy training

CITY OF HOUSTON - HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

Milton Wilson, Jr., Director

601 Sawyer Street, 4th floor; Houston, TX 77007; (713) 868-8305; Fax: (713) 865-4135

WEBSITE: <http://www.houstontx.gov/housing/index.html>

- Information on tax exempt bond financing for educational facilities, health facilities, and industrial developments
- Financing for affordable housing developments

HOUSTON-GALVESTON AREA LOCAL DEVELOPMENT CORPORATION

James Walsh, Loan Specialist

3555 Timmons Lane, Suite 120; Houston, TX 77027; (713) 499-6675; Fax: (713) 993-4503

WEBSITE: <http://www.h-gac.com/>

- Administers the SBA 504 program
- 504 loans up to \$2 million

OFFICE OF THE GOVERNOR, ECONOMIC DEVELOPMENT AND TOURISM

Economic Development Bank

221 E. 11th Street; Austin, TX 78701; P.O. Box 12428; Austin, TX 78711; (512) 936-0100; Fax: (512) 936-0188

WEBSITE: <http://www.governor.state.tx.us/divisions/ecodev>

Texas Enterprise Zone Program

- The Texas Enterprise Zone program is an economic development tool for local communities to partner with the State of Texas to encourage job creation and/or retention and capital investment in economically distressed areas of the state
- Local and state incentives may be provided to qualified businesses that are designated Texas Enterprise Projects
- Projects may be physically located in or outside of an Enterprise Zone
- If located within a zone, the qualified business commits that 25% of their new employees will meet economically disadvantaged or enterprise zone residency requirements
- If located outside of a zone, the qualified business commits that 35% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.

Texas Leverage Fund Program (TLF)

- TLF provides an additional source of financing to communities that have adopted the 4A/4B economic development sales tax
- Communities may leverage their future sales tax revenues to support job creation and retention efforts
- Available for interim, long-term, or gap financing, the TLF provides flexible terms to match the unique needs of communities, with maturities of up to 15 years
- A maximum loan amount of \$5 million

State of Texas Industrial Revenue Bond Program

- The Development Corporation Act allows cities, counties, conservation, and reclamation districts to form non profit industrial development corporations or authorities on their behalf. The purpose is to issue taxable and tax-exempt bonds for eligible projects in the state.

Texas Linked Deposit Program

- Established to encourage lending to historically underutilized businesses, child-care providers, non-profit corporations, and/or small or medium-sized businesses located in an Enterprise Zone

Texas Industry Development Loan Program

- The Texas Small Business Industrial Development Corporation, otherwise known as the Texas Industry Development (TID) Loan Program, provides capital to Texas communities and eligible 501-(C)-3 corporations at favorable market rates
- The program supports eligible tax exempt public purpose projects that stimulate economic development within the community
- The loans are available with low cost variable rate long term financing with the term of the loan not extending beyond the useful life of the assets and up to bond maturity in 2025.

Product Development Program and Small Business Incubator Loan Programs

- The purpose of the Product Development Fund is to provide financing to aid in the development and production, including the commercialization of new or improved products in Texas
- The Small Business Incubator Loan Program provides financing to foster and stimulate the development of Texas small businesses
- Statutory preference is given to products or businesses in the areas of semiconductors, nanotechnology, biotechnology, and biomedicine that have the greatest likelihood of commercial success, job creation and job retention in Texas.

SMALL BUSINESS INNOVATION RESEARCH PROGRAM (SBIR) C/O SBA

Manuel Gonzalez, Acting District Director

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 232); Fax: (713) 773-6550

WEBSITE: <http://www.sba.gov/sbir/>

- Provides federally-funded grants to businesses involved in high-tech innovation research and development operations
- Grants of \$50,000 and more are available in a three phase funding cycle:
 - Phase I is the start-up phase. Awards (up to \$100,000 for approximately 6 months) support exploration of the technical merit or feasibility of an idea or technology.
 - Phase II awards (up to \$750,000 for as long as 2 years) expand Phase I results. During this time, the R&D work is performed and the developer evaluates commercialization potential. Only Phase I award winners are considered for Phase II.
 - Phase III is the period during which Phase II innovation moves from the laboratory into the marketplace. No SBIR funds support this phase. The small business must find funding in the private sector or other non-SBIR federal agency funding.
 - To get on the mailing list, call (202) 205-6450 or see the SBA website under SBIR on the Internet.

U.S. SMALL BUSINESS ADMINISTRATION 7(a) Loan Program

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 ext. 234 or 239; Fax: (713) 773-6550

WEBSITE: www.sba.gov or Pro-net WEBSITE at <http://pro-net.sba.gov>

- Guarantees up to 85% of amount provided by commercial lenders on loans up to \$150,000
- Loans over \$150,000 receive a 75% guarantee
- Uses include debt refinancing, land, building, equipment, and working capital
- No minimum guarantee; Maximum guarantee of \$1 million
- Low Documentation Loan Program ("Low-Doc") (up to \$150,000) for new and emerging businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained as a result of a contractor's default on a guaranteed bid, payment, or performance bond.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.

CHAMBERS & COMMUNITY ORGANIZATIONS

ACRES HOME CITIZENS CHAMBER OF COMMERCE

Roy Douglas Malonson, Chairman/CEO

6130 Wheatley Street; Houston, TX 77091-3947; (713) 692-7003; Fax: (713) 691-7131

WEBSITE: www.acreshomechamber.com

- Promotes the growth and expansion of small business enterprises
- Promotes educational excellence
- Hosts Annual Juneteenth Zydeco and Blues Festival
- Supports Center for Business and Economic Development
- Provide business counseling, assistance and referrals
- Hosts Annual Awards Banquet
- Publishes Annual Business Directory and Community Resource Guide
- Provides weekly computer literacy, small business & accounting workshops & seminars
- Provides monthly networking lunch meetings, the first Thursday of each month
- E-mail: info@acreshomechamber.com

AMERICAN INDIAN CHAMBER OF COMMERCE OF TEXAS

Diana Woodward, Executive Director

P.O. Box 163047; Fort Worth, TX 76161; (817) 429-2323; Fax: (817) 451-3575

101 Summit Ave, Suite 401, Fort Worth, TX 76102, E-mail: www.aicct.com

WEBSITE: www.aicct.com

- Quarterly newsletter
- Promotes economic development through seminars on certifications, business start-up and development, legal and tax issues, and genealogy
- Also sponsors networking opportunities and trade shows
- Promotes civic development through scholarship program, annual awards banquet and sponsorship of Native American Art show and community day
- Distributes American Indian Business Directory
- E-mail: aicct@aicct.com

ASIAN CHAMBER OF COMMERCE

Elsie Huang, Executive Director

7457 Harwin Drive, Suite 146; Houston, TX 77036; (713) 782-7222; Fax: (713) 782-8676

WEBSITE: www.Asianchamber-hou.org

- Monthly business luncheons and networking, the second Wednesday of each month
- Quarterly mixer with other business organizations
- Trade mission
- Annual membership directory
- Annual Entrepreneur Award Gala
- Seminars
- Newsletter
- Annual Golf Tournament
- E-mail: elsiehuang@asianchamber-hou.org

COUNCIL OF ASIAN AMERICAN ORGANIZATIONS

Glenda Joe, Communications Coordinator

1714 Tannehill Drive; Houston, TX 77008; (713) 861-8270; Fax: (713) 861-3450

- Council of Asian American Organizations is a non-profit offering Asian ethnic resources, referral and cross-cultural technical assistance.

GREATER SOUTHWEST HOUSTON CHAMBER OF COMMERCE

Trish Wise, President and CEO

6900 S. Rice Avenue; Bellaire, TX 77401; (713) 666-1521; Fax: (713) 666-1523

WEBSITE: www.southwesthoustonchamber.com

- Monthly breakfast and luncheon meetings
- Annual membership directory
- Website with links to member businesses
- Business before and after-hours networking opportunities
- Committees focusing on economic development, small business assistance, education, governmental affairs, etc
- Leadership 20/20 Program
- Golf tournament, arts and crafts festival, Hometown Heroes Luncheon, Women's Recognition Luncheon, Law Enforcement Recognition Banquet, Captain of Industry Luncheon, and other special activities

HOUSTON AREA URBAN LEAGUE, INC.

Sylvia K. Brooks, President and CEO

David Collins, Chairman of the Board

1301 Texas Avenue; Houston, TX 77002; (713) 393-8700; Fax: (713) 393-8701

WEBSITE: <http://www.haul.org/>

- Operates the Community Technology Center which offers comprehensive computer literacy training
- Education and Support Services - academic support/parental involvement, higher education, and youth leadership
- Housing and Community Services - housing counseling program and home buyer seminars

- Workforce, Economic Development and Training Department - employment orientation and assessment, life skills training, referral placement, Job Club, and AT&T Digital Campus
- Health initiatives – Diabetes Education and

- Prevention programs
- Professional training and development seminars
- Technical Support for Small Businesses

HOUSTON CITIZENS CHAMBER OF COMMERCE

Val R. Thompson, Executive Director

Marlon Barabin, President & CEO

2808 Wheeler Street; Houston, TX 77004; (713) 522-9745; Fax: (713) 522-5965

WEBSITE: www.hccoc.org

- Membership open to any business, organization, or professional
- After hours networking events- monthly
- Board of Directors Meeting (first Wednesday of the month)
- Annual Scholarship Awards Program / May 2006
- African-American Business Achievement Pinnacle
- Awards
- SBA Outreach Office / 2nd & 3rd Tuesday SBA Seminars
- Conference room facilities
- Referrals to appropriate lending sources or agencies
- Membership/orientation meeting

HOUSTON HISPANIC CHAMBER OF COMMERCE

George J. Donnelly, President & CEO

2900 Woodridge, #312; Houston, TX 77087; (713) 644-7070; Fax: (713) 644-7377

WEBSITE: www.houstonhispanicchamber.com

- Membership open to any business concerned with Hispanic economic development
- Networking events: breakfasts, luncheons, awards banquet, after hours mixers, etc.
- Workshops and educational seminars focusing on business management development
- Managerial and technical assistance in domestic and international business

HOUSTON INTOWN CHAMBER OF COMMERCE

Jamie Brewster, President and Executive Director

3015 Richmond Avenue, Suite 200; Houston, TX 77098; (713) 524-8000; Fax: (713) 524-2786

WEBSITE: www.houston-intown.com

- Chamber luncheons – Bi-monthly
- Networking breakfasts – Monthly
- Quarterly Intown Marketing Network
- Monthly *Houston Intown* publication
- Advertising opportunities
- Liaison with governmental agencies
- Professional Development opportunities
- Quality of Life initiatives
- Conference room facilities
- Special events
- Community outreach and development
- Fast Forward Young Professionals Mixer-Monthly

HOUSTON WEST CHAMBER OF COMMERCE

Jeannie M. Bollinger, President and CEO

10777 Westheimer, Suite 916; Houston, TX 77042; (713) 785-4922; Fax: (713) 785-4944

WEBSITE: www.hwcoc.org

- Membership open to any business on Houston's westside
- Monthly networking breakfasts
- Monthly luncheon
- Networking Nites
- Advertising Opportunities
- Seminars and workshops
- Business-to-business referrals
- Annual golf tournament
- Business/International Expo
- Economic Development Star Awards luncheon
- Governmental Affairs luncheon
- Health Initiatives / Health Fair
- Teacher of the Year luncheon
- Ribbon cuttings, ground breakings, grand openings

INDO AMERICAN CHAMBER OF COMMERCE OF GREATER HOUSTON

Jagdip Ahluwalia, Executive Director; (832) 746-8372

1535 West Loop South, Suite 200; Houston, TX 77027; (713) 624-7131; Fax: (713) 782-8676

WEBSITE: www.iaccgh.com

Membership open to any business, organization or professional.

- Quarterly Business/Networking Luncheons
- Periodic Networking Mixers
- Bi-lateral Trade Missions with India-incoming and outgoing
- Annual Golf Tournament
- Annual Awards Gala
- Seminars and workshops focused on economic development and small business assistance.
- E-mail: almamach@aol.com, iaccgh01@aol.com

LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC) - DISTRICT VIII

Rick Dovalina, District Director

Jose Jimenez, Deputy District Director

5207 Airline Drive, Suite 102; Houston, TX 77022; (713) 695-5980; Fax: (713) 697-1012

WEBSITE: www.lulac8.org

- Information and referral service
- E-mail: D8MGR@Lulac.org

N.A.A.C.P. ECONOMIC DEVELOPMENT COMMITTEE

Reuben Brown, Economic Development Chair

2002 Wheeler Avenue; Houston, TX 77004; (713) 526-3389; Fax: (713) 630-2699

- Workshops and seminars for minority businesses (business start-up, marketing, and government contracting)
- Annual campaign to support, strengthen, and increase minority businesses
- E-mail: branch@naacphouston.org

NATIVE AMERICAN CHAMBER OF COMMERCE

Carroll Griffin Cocchia, President/Founder

7457 Harwin, Suite 307; Houston, TX 77036; (832) 251-6367; Fax: (832) 251-6312

- Monthly newsletter
- American Indian Business Directory
- Educational and cultural programs
- Committed to culture, commerce, and community
- Assists in American Indian business development and growth
- Major corporate partnership and participation
- Member/co-creator of inner council of minority chambers - Greater Houston Area
- Nationwide membership and representation
- Member of Houston Minority Business Council
- Annual Corporate and Small Business Awards Gala
- Committees addressing mentoring, global diversity, internship, recruitment, bids, proposals, and member needs assessments
- Mediation between Indian Nations and the cooperate community, regarding employment, tribal councils, and protocol

SOUTH ASIAN CHAMBER OF COMMERCE – HOUSTON CHAPTER

Sam Syed, President

Laksami Vara, Chairwoman

9800 Town Park, Suite 1110; Houston, TX 77036; (713) 832-287-9681

WEBSITE: www.sacchouston.org

- Monthly dinner meetings and networking opportunities
- Education through selected speakers, seminars, and presentations
- Annual membership directory
- Business opportunities and leads
- Business expo/awards ceremony
- sohail9577@hotmail.com

TRI-COUNTY BLACK CHAMBER OF COMMERCE

Leondria Thompson, President

P.O. Box 88376; Houston, Texas 77288; (832) 875-3977; Fax: (713) 839-7329

WEBSITE: <http://www.tcbcc.com>

- Membership open to any individual, organization, or business owner concerned with the business development and growth of African American businesses.
- Serves three counties- Fort Bend, Harris, & Galveston counties.
- Monthly membership meetings and orientation- the 3rd Thursday of each month.
- Annual Gold Cup Classic Golf Tournament, Banquet and Silent Auction.
- Annual Membership Conference.
- Active trade missions that provide business owners an opportunity to network and develop commercial relationships with potential partners in targeted countries.
- Business to business referrals.
- Technical assistance; educational seminars and workshops; networking events.
- Assistance with local, state, and federal certifications.
- E-mail: join@tcbcc.com

WOMEN'S CHAMBER OF COMMERCE OF TEXAS

Sandy White, Board member

1225 N. Loop West, Suite 1030; Houston, TX 77008; (713) 869-1144 (ext. 12); Fax: (713) 868-3101

- Focus: women's issues in commerce
- Networking functions
- MAPcom: Money and Power Conference
- Luncheon every fourth Tuesday of the month
- Annual conference in the fall
- Business referrals and job leads

PROFESSIONAL ORGANIZATIONS

ALLIANCE OF MINORITY CONTRACTORS OF HOUSTON (AMCH)

Gilbert De La Cruz, Chairman

1616 W. 22nd, P.O. Box 920859; Houston, TX 77008; (713) 802-4145; Fax: (713) 863-8522

- Promote contracting opportunities
- Monthly meetings with guest speakers and educational presenters (3rd Thursday of each month) HCCS Elgin at Main, free parking
- Plan Room at 1616 W. 22nd
- Monthly networking activities
- Information sources for contractors
- Monthly supplier/service provider presentation
- E-mail: gdelacruz@trevinogroup.com

ASIAN AMERICAN ENGINEERS/ARCHITECTS

Michael K. Ho, P.E., F. ASCE, President

611 Walker, Houston, TX 77002; (713) 837-7067; Fax: (713) 837-0709

- Referrals
- Bi-monthly dinner and networking meeting
- E-mail: michael.ho@cityofhouston.net

ASSOCIATED BUILDERS AND CONTRACTORS OF GREATER HOUSTON (ABC)

Russell Hamley, President

3910 Kirby, Suite 131; Houston, TX 77098; (713) 523-6222; Fax: (713) 874-0747

WEBSITE: www.abchouston.org

- Monthly networking opportunities
- Construction and Maintenance Education programs
- Managerial Education
- Online Nationwide Construction referral service
- Contractor Insurance Program
- Offers Commercial and Industrial Construction

Information Resources including Bi-monthly Construction Magazine, Online Plan Room Reports, Virtual Plan Room and informative website.

- Full Service Plan Room with copying services
- Craft in multiple crafts
- Safety Training

ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC. (AGC) – HOUSTON CHAPTER

Jerry Nevlund, Executive Vice President

Susan Nittka, Director of Industry Issues

3825 Dacoma St.; Houston, TX 77092-8717; (713) 843-3700; Fax: (713) 843-3777

WEBSITE: www.agchouston.org

For Members Only:

- Fax, e-mail bulletins three times/week; daily website updates of construction projects out for bid; contract awards and lows, etc.
- Help with public and employee relations
- Use of plan room - blueprints available on jobs out for bid including all City, County, State, Fed projects and other private commercial projects
- Online project information using iSqFt technology
- Special membership for M/WBE, emerging firms, start-up businesses
- E-mails: susan.n@agchouston.org

ASSOCIATION OF BLACK CONSULTING ENGINEERS AND ARCHITECTS

Sherif Mohamed, President

8303 S.W. Freeway, Suite 600; Houston, TX 77074; (713) 271-2900; Fax: (713) 271-2999

- Promotes excellence in engineering and architecture
- Promotes increased opportunities for Black engineering and architectural firms
- Networking activities
- Monthly meetings first Tuesday of each month with guest speakers
- Influences policies to increase opportunities in the public and private sectors

ASSOCIATION OF MINORITY CONTRACTORS OF HOUSTON

Richard E. Battle, President

14418 Hiram Clark Rd.; Houston, TX 77045; (713) 433-5278; Fax: (713) 433-5287

- Selected bid specifications for review (City, County, and HISD)
- Promotes increased opportunities for minority contractors and suppliers
- Monthly meetings with guest speakers
- Networking activities

HISPANIC CONTRACTORS ASSOCIATION - GREATER HOUSTON AREA, INC.

Randy Magdeleno, Chairman

11 Parker Rd.; Houston, TX 77076; (713) 699-2732; Fax: (713) 695-1556

- Networking activities
- Information sources for Hispanic-owned businesses and Hispanic contractors
- Promotes and increases opportunities for Hispanic-owned businesses and Hispanic contractors
- National, state, and local affiliates
- Monthly meetings, third Saturday of every month with guest speakers
- Quarterly newsletter
- Provides free information on City of Houston, Houston Minority Business Council, and METRO certification programs
- Develops alliances with other associations and chambers

HOUSTON BUSINESS & PROFESSIONAL MEN'S CLUB

David Harris, Chairman of the Board

13135 S. Dairy Ashford, Suite 525; Sugarland, TX 77478; (281) 491-8233; Fax: (713) 520-5209

- Co-sponsor of the Greater Houston Business Procurement Forum meetings every third Tuesday of each month

HOUSTON CONTRACTORS ASSOCIATION (HCA)

Jeffrey Nielsen, Executive Vice President

4001 Sherwood Lane; Houston, TX 77092; Ph: 713-349-9434; Fax: 713-349-9435

WEBSITE: www.houstoncontractors.org

E-mail: jnielsen@houstoncontractors.org

HOUSTON COUNCIL OF ENGINEERING COMPANIES, INC.

Edwin C. Friedrichs, P.E. President

Christina M. Lindsay, Executive Director

2150 West 18th Street, Suite 205; Houston, TX 77008; (713) 426-0800; Fax: (713) 426-0801

WEBSITE: www.houstonceec.org

- Promotes capital improvement projects throughout the City of Houston, Harris County, and surrounding municipalities and counties
- Assists County and City in writing guidelines and criteria for the National Pollutant Discharge Elimination System (NPDES)
- Technical review of the Harris County Flood Control District Design Criteria Manual, Harris County Design Standards, and City of Houston Design Manual
- Pursuit of cost-effective, quality-based selection processes by public agencies
- E-mails: chris@houstonceec.org

HOUSTON HISPANIC ARCHITECTS AND ENGINEERS (HHAЕ)

Rudy Moreno, Sr. HHAЕ- President 2006

11111 Wilcrest Green Dr., Houston, TX 77042; (713) 975-8555

WEBSITE: www.hhae.org

- Focus: design services and ways Hispanic businesses can collaborate to complete projects
- Monthly meetings
- Hosts potential clients to allow individuals to directly market themselves
- Career guidance for young Hispanics
- Promotes economic growth among the members
- Scholarships and mentorship for young Hispanics
- Mission Statement - Our mission is to enhance the architectural and engineering profession by uniting in fellowship the architects and engineers of the greater Houston area; to promote economic growth among our members; to enrich them with scientific and technological developments; and to provide services and contribution towards the cultural endowment of our community.
- E-mail: info@hhae.org

NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO) (HOUSTON CHAPTER)

Connie Smith, President – Greater Houston Chapter

P.O. Box 572605; Houston, TX 77257-2605; (281) 494-1010; Fax: (281) 494-1015

WEBSITE: www.nawbohouston.org

- The Houston Chapter of NAWBO is dedicated to the promotion of the interests of women business owners (also open to non-business owners).
- Monthly luncheon with networking and educational or motivational speakers

TEXAS UNITED CONTRACTORS ASSOCIATION

D.J. Blanton, President

P.O. Box 681; Pearland, TX 77588; (713) 733-6669; Fax: (713) 733-3404

3610 Dalstrom; Houston, TX 77047

- Access to a plan room
- Dodge Reports and other construction reports

WOMEN CONTRACTORS ASSOCIATION

Josena Arquieta, Executive Director

P.O. Box 130441; Houston, TX 77219; (713) 807-9977; Fax: (713) 807-9917

WEBSITE: www.womencontractors.org; -mail: jarquieta@womencontractors.org

- Monthly meetings with networking and educational speakers

CONTACT PERSONS FOR REQUESTS FOR PROPOSALS (RFPS) and REQUESTS FOR QUALIFICATIONS (RFQS)

CITY OF HOUSTON

BUILDING SERVICES		
Professional Services	Annette Goldberg	(713) 437-6129
FINANCE AND ADMINISTRATION	Annabelle Chen	(713) 837-9651
FIRE		
Professional Services/High Tech	Carmen Gordon	(713) 247-5554
HEALTH AND HUMAN SERVICES		
Professional Services	Joseph Badell	(713) 794-9325
High Tech	Vernon Hunt	(713) 794-9955
HOUSING AND COMMUNITY DEVELOPMENT	Mary Robinson	(713) 868-8446
HOUSTON AIRPORT SYSTEM		
MIS	Frank Haley	(281) 233-1835
Engineering, Architectural	Jim Sartain	(281) 233-1963
Engineering, Civil	Adil Godiwalla	(281) 230-1934
Property	Randy Goodman	(281) 233-1822
Procurement	Rick Hrachovy	(281) 230-8000
Technical Services	Dallas Evans	(281) 230-8001
Employee Development	Brenda Younger	(281) 233-1890
PARKS AND RECREATION		
Purchasing and Procurement	Maria Rodriguez	(713) 845-1118
PLANNING AND DEVELOPMENT		
Economic Development	René Martinez	(713) 837-7970
Purchasing and Procurement, GIS	Kathryn Morgan	(713) 837-7943
POLICE		
Professional Services	Teresa Clark	(713) 308-1784
PUBLIC WORKS AND ENGINEERING	David Guernsey	(713) 238-5241
	Jerry Roberts	(713) 238-5271
SOLID WASTE MANAGEMENT	John Erdeljac	(713) 699-7945

*The Sources of Assistance is updated
once a year.*

April, 2006

Fax any changes to (713) 247-2710 or